



ANNOUNCEMENT FOR PROMOTIONAL TESTING
HEALTH PROGRAM AUDITOR III, DHS
CONTINUOUS TESTING

JF18-4252 3HABB

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY: This is a promotional examination for the Department of Health Care Services. Competition is limited to employees who meet the minimum qualifications and have a permanent civil service appointment with the Department of Health Care Services. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations.

HOW TO APPLY: To learn more about the job and testing arrangements, contact the testing office shown below. Applications are available through the Internet at <http://www.spb.ca.gov/employment/stateapp.htm>, and at the testing office shown below. Applications may be filed in person or by mail with:

DEPARTMENT OF HEALTH CARE SERVICES (916) 440-7447
Audits and Investigations
Attention: Ray Martinez MS 2100
1500 Capitol Avenue, 6th Floor, Room 72-627
P.O. BOX 997413
Sacramento, CA 95899-7413

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

FILING DEADLINE: Testing is considered continuous as dates can be set at anytime. However, pre-established filing dates are scheduled quarterly. Applications must be submitted by the filing dates indicated below. Applications postmarked, personally delivered, or received via interoffice mail after filing date, will be held for the next administration of the examination.

JANUARY 31, 2008

MAY 31, 2008

SEPTEMBER 28, 2008

SALARY RANGES: \$4619 - \$5897 per month.

POSITION DESCRIPTION: This is the second and full journey level requiring independence and proficiency in conducting and evaluating complex and difficult fiscal, management and internal audits of various health programs, health facilities, health maintenance organizations, fiscal intermediaries, site mitigation and other contractors, internal management controls, and individuals subject to State and Federal laws and regulations which govern the Department's health programs; or to assist in audit program evaluation and in the development and improvement of health program audit methods and techniques; or conduct administrative hearings involving financial assessments in accordance with the California Administrative Code and related Federal regulations; perform case research and evaluation duties, and review evidence, examine testimony and prepare proposed decisions; present findings in formal hearings and court proceedings.

Positions exist with the Department of Health Care Services in Burbank, Commerce, Fresno, Gardena, Los Angeles, Richmond, Ontario, Rancho Cucamonga, Sacramento, San Francisco, San Diego, and Santa Ana.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION: It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

NOTE: Applications/resumes **MUST** include "to" and "from" dates (month/day/year), time base, civil service class title(s), and range (if applicable) for all work experience. College course information **MUST** include: title, number of semester or quarter units, name of institution, completion dates, and degree (if applicable).

Applications/resumes received without this information will be rejected.

MINIMUM QUALIFICATIONS: Qualifying experience may be combined on a proportionate basis if the following requirements include more than one pattern and are distinguished as "Either I," "or II," "or III," etc.

Either I

One year of experience in the California state service performing professional health program accounting or auditing duties of a class with a level of responsibility equivalent to that of Health Program Auditor II, Department of Health Services. (Applicants who have completed six months of service performing health program accounting or auditing duties of a class with a level of responsibility equivalent to that of Health Program Auditor II, Department of Health Services, will be admitted to the examination, but they must satisfactorily complete one year of this experience before they can be considered eligible for appointment.)

Or II

Experience: Three years of increasingly responsible professional health program accounting or auditing experience including at least one year conducting a variety of complex health program audits or financial examinations. (Experience in California state service applied toward this requirement must include at least one year performing the duties of a class with a level of responsibility equivalent to that of Health Program Auditor II, Department of Health Services.) And

Education: Either

1. Equivalent to graduation from college with specialization in accounting; **Or**
2. Completion of either:
 - a. A prescribed professional accounting curriculum given by a residence or correspondence a school of accountancy including courses in elementary and advance accounting, auditing, cost accounting, and business law: **Or**
 - b. The equivalent of 16 semesters hours of professional accounting courses given by a collegiate grade residence institution including courses in elementary and advance accounting, auditing and cost accounting, and three semester hours of business law.

SPECIAL REQUIREMENTS: All employees must be able to qualify for a fidelity bond, and be willing to travel and work away from the office.

GENERAL QUALIFICATIONS: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.

EXAMINATION INFORMATION: This examination utilizes an evaluation of education and experience (E&E) weighted 100 percent, and is based solely upon information provided with the application. Information provided with the application will be assessed compared to a standard developed in relation to the elements of the job and linked to the knowledge and abilities required on the job.

Special care should be taken to submitting a complete description of your education and experience relevant to the typical tasks, scope and minimum qualifications stated on this announcement. Supplemental information will be accepted but competitors should read the announcement carefully to determine what kind of information will be useful to those individuals completing the evaluation.

The Department of Health Care Services reserves the right to revise the examination plan to better meet the needs of the service if circumstances under which this examination was planned change. Such a revision will be in accordance with civil service law and rules and all competitors will be notified.

SCOPE: Ratings will be determined based on the depth and breadth of professional education and experience beyond what is minimally required. Emphasis will be placed on measuring:

Knowledge of:

1. State and Federal laws and regulations, which govern programs administered by the Department.
2. General auditing and accounting principles and procedures (GAAP, GAGAS, GAAS).
3. Provider Reimbursement Manual (HCFA Pub 15-1).
4. Business law and business procedures.
5. Audit program manuals.
6. Provider billing manuals.
7. Legal opinions and court decisions as they relate to departmental programs.
8. Specialized and complex program auditing practices and procedures as used in the various audit programs and related policy and procedures of the Department.
9. Reimbursement methodology of health delivery systems as administered by the Department.
10. Major contracts subject to audit by the Department.
11. State and Federal payment delivery systems relative to health programs.
12. Organization and operation of the Department's programs.
13. Computer applications (software, internet).
14. Department appeal process.

Ability to:

1. Apply auditing principles and procedures.
2. Research and apply the State and Federal rules and regulations, which govern the various departmental programs in the conduct of audits and reviews.
3. Research and apply legal opinions, court decisions, and departmental practices and procedures.
4. Establish and maintain a professional and cooperative working relationship with those contacted during the course of the work including your peers and management.
5. Consistently analyze situations accurately and adopt an effective course of action.
6. Reason logically and creatively in unique situations.
7. Communicate effectively both verbally and in writing.
8. Testify at hearings on disputed audit issues.
9. Addresses program and contractor complex audit issues.
10. Read, understand, and evaluate computerized cost reports, payment information reports, and other reports submitted by provider.

11. Adjust and modify work plan to meet changing conditions.
12. Prepare and write a complete, complex, and difficult audit report, which may include recommendations.
13. Manage time effectively and efficiently to meet budgets and deadlines.
14. Work independently and proficiently using problem solving skills on complex or new project or audits.
15. Effectively use department software.
16. Provide on the job training.
17. Prepare work papers that meet work papers' standards.
18. Scope audits and identify material issues.

ELIGIBLE LIST INFORMATION: A departmental promotional list will be established for use by the Department of Health Care Services. The list will expire 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. All candidates meeting the requirements for admittance to the exam will be placed on the eligible list in one of three ranks.

NOTE: Transfer of list eligibility **is not permitted** from a list established by an E&E examination to a list established by any other type of examination.

Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first.

VETERANS PREFERENCE: Veterans' preference credits are not granted in promotional examinations.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

The California Relay (Telephone) Service for the Deaf or Hearing Impaired:

MCI From TDD: 1-800-735-2929 MCI From Voice Telephone: 1-800-735-2922
Sprint From TDD: 1-888-877-5378 Sprint From Voice Telephone: 1-888-877-5379